

# FINANCIAL MANAGEMENT DIVISION



## TRAVEL TIDBITS

*“ONE APHIS - - SHARING INFORMATION”*

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October 2003

This is the sixth issuance of “Travel Tidbits” for 2003. Travel Tidbits are designed to provide Agency personnel with the current policies and procedures relating to federal travel and transportation practices. Travel Tidbits will be emailed to program travel contacts on a monthly basis and they are also available online at

[www.aphis.usda.gov/mrpbs/travel.html](http://www.aphis.usda.gov/mrpbs/travel.html).

The information provided is obtained from General Services Administration’s (GSA) Board of Contract Appeals (BCA) Decisions, Comptroller General (CG) Decisions, Departmental and Agency policy, as well as, the Federal Travel Regulations (FTR). This publication is to be used as a tool to assist with the interpretation of travel regulations and to provide instructions of travel processes.

### VOLUNTARY RETURN TO OFFICIAL DUTY STATION OR RESIDENCE

When an employee performs extended temporary duty (TDY) travel that encompasses a weekend and the employee wishes to return home for the weekend the following policy and procedures apply:

1. The AD-202, Travel Authorization/Advance, must be coded with a “V” in the Transportation Mode block, under Item 23 (Authorized Expenditure) of the authorization.
2. Only the official transportation costs will show in the Common Carrier Tickets block. The voluntary return transportation cost will not be included on the AD-202.
3. An employee may not purchase common carrier tickets using the Government city-pair contract or use the Government contractor-issued credit card (Bank of America), or an agency’s centrally billed account to purchase common carrier tickets for the voluntary return to the employee’s residence. All common carrier tickets must be paid for by the employee using a personal credit card, cash, or any other form of payment acceptable to the common carrier.

4. The voluntary return home travel is to be performed during non-duty hours or periods of authorized leave.
5. When an employee voluntarily returns to **his/her official station or place of abode** for non-workdays, the maximum reimbursement for the round-trip transportation and per diem en route shall be limited to the per diem allowance and travel expenses which would have been allowed had the employee remained at the temporary duty station. The constructive cost comparison to be used is limited to the per diem and other allowable expenses for the non-workdays actually involved ( FTR 301-11.24).

Upon completion of the TDY assignment, the following procedures must be followed when completing the AD-616, Travel Voucher (Temporary Duty Travel).

1. The employee may claim transportation costs, up to the amount allowed in Item 5 above, in Block 33. Plane, Bus, Train (paid by traveler). In addition, the amount of allowable transportation costs must also be shown in Section C- Transportation Costs. The method of payment should represent the method used by the employee to purchase the common carrier tickets.
2. The computation of the amount of transportation costs claimed must be explained in the Remarks section on the reverse side of the AD-616.
3. The employee may not claim per diem for the non-workdays while they are away from the TDY location. The employee may claim per diem on the day of departure to their residence. The employee may also claim per diem on the day of return to the TDY location. The amount of per diem claimed and the total of the transportation costs may not exceed the travel costs that would have been incurred had the employee stayed at the TDY location during the non-workdays.

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